

OL Files

ROUTING AND RECORD SHEET

10

*OLM*SUBJECT: (Optional)
OL FormsFROM:
C/Planning Staff/OL

EXTENSION

NO.

OL-4139-88

DATE

6 December 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/P&TS/OL
2. C/PMS/OL
3. C/SS/OL
4. C/B&FS
5. C/FMG/OL
3E14 Hqs6. C/P&PG/OL
158 P&P Bldg7. C/ACG/OL
8. C/SG/OL

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

6 DEC 1988

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Staff, OL
Chief, Facilities Management Group, OL
Chief, Printing & Photography Group, OL
Chief, Agency Contracts Group, OL
Chief, Supply Group, OL

FROM:
Chief, Planning Staff, OL

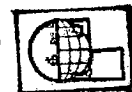
SUBJECT: OL Forms Review

1. The Office of Logistics recently conducted a forms review to reduce the 100 OL forms in use by 50 percent. The review resulted in only 22 forms being eliminated.

2. A second review is scheduled for the remaining 78 forms to achieve increased efficiencies and responsiveness by reducing the number of forms in use and streamlining wherever possible.

3. To this end, it is requested that each group and staff telephonically inform Information Management Officer, Planning Staff, OL (IMO/PS/OL) of the name of your component contact officer for this effort by COB 19 December 1988. Mike will be scheduling meetings with your component contact officer to accomplish this review. If you have any questions, please call on extension

OL 4132-88



ADMINISTRATIVE - INTERNAL USE ONLY

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SUBJECT: OL Forms Review

Distribution:

1-8 Addressees

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STAT

OL/PS/MW:bp /2Dec88